

**MANAGEMENT MEMO****SUBJECT:****TRAVEL AGENCY AGREEMENT****REFERENCES:****SUPERSEDES MANAGEMENT MEMO 01-11**

NUMBER:

DATE ISSUED:

EXPIRES: JUNE 30, 2003

ISSUING AGENCY:

DEPARTMENT OF GENERAL SERVICES

This Management Memo announces the state's agreement with authorized travel agencies effective July 1, 2002, through June 30, 2003. The agreement permits travel agencies to charge a one-time ticketing fee for their services. This ticketing fee replaces the current management fee or services fee.

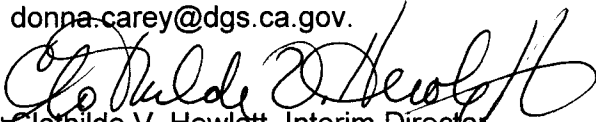
The Department of General Services, administers the Travel Agency Request for Qualification, and has set a maximum ticketing fee in the amount of \$25.00 for domestic travel and \$100.00 for international travel. The ticketing fee consists of a one-time per ticket fee including, but not limited to processing, canceling, changes/exchanges, and ticket delivery. The travel agency cannot charge the state any other fees. This ticketing fee must be billed through the American Express Business Travel Account (BTA) at the time of ticket purchase.

To facilitate services under this program, each state entity should complete a Standard 213 with a selected authorized travel agency from the qualified agency list which is attached. These contracts are exempt from bidding if they are entered into pursuant to the terms of this Management Memo. The Standard 213 agreement must include the following:

- Maximum ticketing fee not to exceed \$25.00 domestic or \$100.00 international.
- Request for Qualification RFQ DGS OFA TA 02 dated July 1, 2002, to June 30, 2003.
- Contractor Name: travel agency, address and projected cost for services.
- Payee Name: American Express and payment address.
- 30 – day cancellation provision or negotiated timeframe with your travel agency.

It is each state department's responsibility to pay their BTA in full each month. If there are reconciliation issues, it is the responsibility of the department to assemble the details and make adjustments with the travel agency as soon as they are discovered. It is also recommended that each state department evaluate essential needs and negotiate with their travel agency to provide only necessary services to maintain a reasonable ticketing fee for their service.

For a detailed text of the contract, view the Office of Fleet Administration's website at [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov). If you need additional information or assistance, please contact Donna Carey, Statewide Travel Program Administrator, Department of General Services, Office of Fleet Administration, 802 Q Street, CA 95814, (916) 327-2068, facsimile (916) 327-1159 or [donna-carey@dgs.ca.gov](mailto:donna-carey@dgs.ca.gov).

  
 Clothilde V. Hewlett, Interim Director  
 Department of General Services

CH:DV:DC

Attachment

## AUTHORIZED TRAVEL AGENTS

SB/DVBE	TRAVEL AGENCY	CONTACT	ADDRESS	City, State	Zip	PHONE	FAX
	455 Travel	Theresa Robinson	400 Capitol Mall, Suite 650	Sacramento, CA	95814	916-448-6100	916-448-1410
	Air Fair International, Inc.	Larry Balagtas	17 Battery Place, Suite 630	New York, NY	10004	212-809-3818	212-843-5146
	Air, Land and Sea Travel	Linda Feins	274 Sunset Avenue, Suite H	Suisun, CA	94533	707-422-9777	707-422-5266
SB	All Destinations Travel	Frank A. Tennant	2500 E. Imperial Ste. 102	Brea, CA	92821	714-529-4000	714-529-5400
	APF Travel, Inc.	Anthony Cheng	1721 W. Garvey Ave 2nd Floor	Alhambra, CA	91803	626-282-9988	626-282-9889
	Arbor Travel Associates, Inc.	Michael Madison	335 West Arbor Vitae Street, Suite I	Inglewood, CA	90301	310-419-0235	310-419-7067
	Archer Travel Arrangements	Manuel Zelaya	2479 16th Street	San Francisco, CA	94116	415-504-8881	415-504-8885
	Away We Go Travel, Inc.	Rickie M. Hanamoto	2908 Westminster Avenue	Seal Beach, CA	90740	562-596-5501	562-430-4243
	B J Travel Center	Terri Landon	39102 State Street	Fremont, CA	94538	510-796-8300	510-796-0859
	Berkeley's Northside Travel, Inc.	Terrence M. Regan	1824 Euclid Avenue	Berkeley, CA	94709	510-843-1000	510-843-8537
	Born to Travel	Jill Mellman	20301 Ventura Blvd., Suite 220	Woodland Hills, CA	91364	818-349-7676	818-349-0303
	Bridge Travel Alliance	Grant D. Miller	2200 Powell	Emeryville, CA	94608	510-496-2020	510-655-6436
	Brooke's Travel	Brooke Phayer	1229 J Street	Sacramento, CA	95814	916-442-3233	916-442-3716
	Bulldog Travel	Keith Johnson	2225 W. Shaw Avenue, Suite 101	Fresno, CA	93711	559-224-8900	559-224-8989
	Bullrush Travel Bureau	William White	4640 Lankershim Blvd., Suite 120	North Hollywood, CA	91601	818-769-4575	818-509-7809
	Camarillo Travel	Judy Van Dyke	2310 Ponderosa Drive Suite 6	Camarillo, CA	93010	805-484-2863	805-482-4811
	Campus Travel, INC	Karen Muller	441-447 Irving Street	San Francisco, CA	94122	415-753-1400	415-566-6280
	Canyon Crest Travel	Charlene Hansen	5225 Canyon Crest Drive, Suite 1	Riverside, CA	92507	909-788-7611	909-788-3092
	Carlson Cruise & Travel	Carol Carlson	2485 Notre Dame Blvd. Suite 460	Chico, CA	95928	530-391-1221	530-345-9142
	Carlson Wagonlit Travel / Arden Travel	Gordon R. Williams	1565 Riverpark Drive	Sacramento, CA	95815	916-929-3345	916-929-5029
	Carmel-Monterey Travel Corp	Dennis Garrison	26350 Carmel Rancho Lane	Carmel, CA	93923	831-624-1501	831-624-6838
	Carmel-Monterey Travel Corp	Dennis Garrison	609 Abrego Street	Monterey, CA	93942	831-649-4292	831-649-5490
	Classique Travel	Olinga L. Yarber	11 West 12th Street	Tracy, CA	95376	209-835-8184	209-835-8197
	Colling Properties Inc. / CWT Travel Express	Marsha Colling	368 S. Indian Hill Blvd.	Claremont, CA	91711	909-625-4771	909-624-5000
	Cordova Travel	Marlene McGary	3366 Mather Field Road	Rancho Cordova, CA	95670	916-363-7337	916-363-2076
SB	Courtyard Travel, Inc.	Donald Carlson	1084 Irvine Blvd.	Tustin, CA	92780	714-731-6571	714-731-1467
	Dalianes Travel Service	Lynne Wright	522 F Street	Eureka, CA	95501	707-443-2778	707-443-2104
	Davisville Travel	Judith Smith	420 Second Street	Davis, CA	95616	530-758-4510	530-758-2401
SB	Deeds & Daily World Travel Service	Russell Daily	311 9th Avenue	San Francisco, CA	94118	415-221-6760	415-221-5905
	Ethan Allen Travel, Inc.	Edward C. Phillips	15 e. 4th Ave.	San Mateo, CA	94401	650-373-4400	650-373-4449
	Fell Travel, Inc.	Tom Fell	380 Hayes Street, Suite 2	San Francisco, CA	94102	415-552-0975	415-552-1325
	Four Seasons Travel	Crystal D. Williams	761 Gray Ave Ste L	Yuba City, CA	95991	530-674-1314	530-674-1352
	Funfest Travel	Michael Macklin	6835 Warner Avenue	Huntington Beach, CA	92647	714-842-4433	714-841-5154
	Giselle's Travel	Steven S. Oates	3 Parkcenter Dr. #100	Sacramento, CA	95815	916-922-5500	916-679-3090
	Golden Globe Travel Bureau	Bilal Bangee	202 Inland Center Mall	San Bernardino, CA	92405	909-889-9924	909-889-1258
	Golden Globe Travel Bureau	Bilal Bangee	4195 H Chino Hills Parkway	Chino Hill, CA	91709	909-597-5775	909-597-0075
	Goldfinger Travel Services	Nelson Goldfinger	2120 Moonlight Court	Palmdale, CA	93550	661-272-5654	661-947-5054
	Great Escape Travel	Timothy Carl Colbie	225 Main Street Ste. D	Chico, CA	95928	530-345-6126	530-898-8050
	Great Escapes Travel	Sherrie Cotter	896 The Alameda	Berkeley, CA	94707	510-525-0214	510-525-0297
SB/DVBE	House of Travel	Anita Vanderzanden	1107 L Street	Sacramento, CA	95814	916-442-0743	916-442-5656
	Humboldt Tour & Travel Inc.	Frances Tanner	843 Tenth Street	Arcata, CA	95521	707-822-1787	707-822-3982
	I. V. Executive Travel	Margaret Wilson	251 W. Main Street, Suite B	Brawley, CA	92227	760-344-9990	760-344-5243

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SB/DVBE	TRAVEL AGENCY	CONTACT	ADDRESS	City, State	Zip	PHONE	FAX
SB	JAS Travel	Judith Ann Stiles	8375 Folsom Blvd.	Sacramento, CA	95826	916-383-1782	916-383-9237
SB	Joiner Travel	Dianne Joiner	2254 Moore Street, Suite 204	San Diego, CA	92110	619-692-1211	619-692-1281
SB	Just Corporate Travel	Deborah Washburn	5935 labath Ave. #1	Rohnert Park, CA	94928	707-585-6500	707-585-6505
	Madison Travel	Cheryl Sewell	11220 Gold Express Drive, Suite 404	Gold River, CA	95670	916-638-3935	916-638-3967
	Managed Air Resources	David S. Allred	3109 Maple Drive	Atlanta, CA	30305	404-261-7416	404-842-1032
	Maritz Travel Company	Christi Shatto	1881 Valley View	Farmers Branch, TX	75234	972-277-2417	972-484-9538
	Mark Lewis Travel	Maureen Wagner	5412 N. Palm, Suite 102	Fresno, CA	93704	559-435-1872	559-435-1879
	Maxima Travel - American Express	Peggy Norton	3737 Main Street, #101	Riverside, CA	92501	909-784-9420	909-784-6918
	Miyamoto Travel Service	Gerald Miyamoto	2401 15th Street	Sacramento, CA	95818	916-441-1020	916-441-1022
	Most Travel	Mary Ellen Geiger	1351 S. Beach Blvd., Suite G-2	La Habra, CA	90631	562-947-1800	562-947-4601
SB	Norwalk Travel Center	Nada Holder	11983 E. Firestone Blvd.	Norwalk, CA	90650	562-868-1703	562-868-1793
	Omega World Travel, Inc.	Goran Gligorovic	3102 Omega Office Park	Fairfax, VA	22031	703-359-0200	703-359-8880
	Patterson Travel Agency	Trudy Flores	1015 Sunrise Blvd.	Roseville, CA	95661	916-786-2772	916-786-5025
	Patterson Travel Agency	Trudy Flores	2121 Gold Center Lane	Gold River, CA	95670	916-635-8533	916-635-7913
	Patterson Travel Agency	Trudy Flores	2316 J Street	Sacramento, CA	95814	916-441-1526	916-442-8361
	Patterson Travel Agency	Trudy Flores	4005 Manzanita Avenue	Carmichael, CA	95608	916-485-5252	916-485-4230
	Patterson Travel Agency	Trudy Flores	5060 Laguna Blvd.	Elk Grove, CA	95758	916-684-8025	916-684-8197
	Patterson Travel Agency	Trudy Flores	855 Howe Avenue, Suite 5	Sacramento, CA	95825	916-929-3661	916-925-0873
	Pelican Bay Travel	Darryl Norenberg	440 J Street	Crescent City, CA	95531	707-464-9526	707-464-6668
	Plaza Travel	Marty Johns	16777 Bernardo Center Dr Suite E-5	San Diego, CA	92128	858-451-2880	858-451-2180
	PMA, Philip Martin Associates	Barbara Conley	1900 Webster Street	Oakland, CA	94612	510-832-2426	510-832-2443
	Port of Travel	Heidi B. Casale	9515 Soquel Dr. #204	Aptos, CA	95003	831-688-6004	831-688-6094
	Rainbow Tours & Travel	Maria Pritkin	2500 Wilshire Suite 916	Los Angeles, CA	90057	213-382-1181	213-382-1126
	Rancho San Diego Travel	Louise Streiff	3733 Avocado Blvd.	La Mesa, CA	91941	619-670-7425	619-670-1068
	Sacramento Travel Service	Charles F. Hawkins	3121 Arden Way	Sacramento, CA	95825	916-974-6855	916-483-2167
	STA Travel	Andria Piekarz	5900 Wilshire Blvd.	Los Angeles, CA	90036	323-964-1920	323-937-2739
	Sundancer Travel	Brian Ritter	3805 Taylor Road, Suite 7	Loomis, CA	95650	916-652-2533	916-652-2560
	Surley You Travel, INC	Shirley Jensen	24905 Sunnymead Blvd., Suite B	Moreno Valley, CA	92553	909-485-3387	909-243-0317
	The New Act, Inc.	Sharon Presser	1900 Avenue of the Stars # 1400	Los Angeles, CA	90067	310-201-0808	310-201-0881
	Thompson Creekside Travel Service	Linda Thompson	1014 Clinton Street	Napa, CA	94559	707-255-8737	707-255-1714
	Travel Fever	Robert Bridges	720 E. Manchester Blvd.	Inglewood, CA	90301	310-673-9999	310-330-3904
	Travel Shoppe	Cheri Verrastro	7461 N. First Ste 102	Fresno, CA	93720	559-447-5767	559-447-4656
SB	Travel Trends, Inc.	Tami Paredes	9500 Topanga	Chatsworth, CA	91311	818-576-0500	720-842-1011
SB	Uchida Travel	Lydia Uchida-Sakai	198 E. Jackson Street	San Jose, CA	95112	408-293-3399	408-293-1617
	Uniglobe Select Travel	Bruce Little	2333 Michael Drive	Newbury Park, CA	91320	805-480-1018	805-480-1038
	Uniglobe Tempo Travel	Suzanne Andersen	160 W. Monte Vista Avenue	Turlock, CA	95382	209-667-2400	209-667-0485
	Uniglobe Expo Travel	Uwe W. Thaysen	2100 Arden Way, Suite 220	Sacramento, CA	95825	916-920-1701	916-920-3290
	University Travel Agency	Sandra Lewis	1661 E. Chapman Avenue	Fullerton, CA	92831	714-871-1244	714-871-7771
	Village Travel Agency	Jann Everly Prisco	13127 Philadelphia Street	Whittier, CA	90601	562-945-3801	562-693-4897
	Westlake Travel	Imogene Westlake	30 Independence Circle	Chico, CA	95973	530-899-9000	530-899-0813
	WorldWide Travel Inc.	Vera I. Jones	1426 Industrial Park Avenue	Redlands, CA	92374	909-792-3276	909-792-3216